



# Staff Information: HMNB Clyde, Helensburgh

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| <b>Address</b>                            | HMNB Clyde, Faslane, Helensburgh, G84 8HL  |
| <b>Induction Day</b>                      | Sunday 9 <sup>th</sup> October 1000 - 1400   |
| <b>Accommodation Details</b>              | <p><b>Saturday 8<sup>th</sup> October – Saturday 15<sup>th</sup> October:</b><br/>Horton Place, Churchill Square, Helensburgh, G84 9RN</p> <p><b>You will need to pick the keys up from McColls nearby -</b><br/>Churchill Estate, Churchill Square, Helensburgh G84 9HL</p> <p>You will be in a house, each house has 3 bedrooms with 1 single bed in each room, a bathroom and kitchen.</p> <p>We have x 1 set of keys per household. There will be x 2 keys per set. You must not lose the keys as any keys lost will unfortunately need to be replaced out of your own pocket.</p> <p>It is expected that you stay in the accommodation over the course of the camp as travel expenses will only be paid for travel to the camp and your return journey.</p> |
| <b>What to bring</b>                      | <ul style="list-style-type: none"><li>• Your disclosure certificate</li><li>• Your online learning certificates (downloaded on your phone)</li><li>• Towel and toiletries</li><li>• Your Kings Camps Uniform (if you are a returning staff member)</li><li>• Drinks, snacks and a refillable water bottle</li><li>• <b>You will need to bring bedding (duvets, pillows, linen) as this is not provided</b></li><li>• Optional - dishcloths, cutlery etc</li></ul>  |
| <b>Camp Information</b>                   | You will be operating a camp <b>08:00-17:00</b> for a maximum of <b>80</b> children.   |
| <b>Travel Arrangements &amp; Expenses</b> | <p>The cheapest form of travel will need to be arranged and expenses for getting to and from the venue i.e. your main travel costs will be reimbursed.</p> <p>It is expected that staff share vehicles where possible. Train journeys should be booked as far in advance as possible to make the best use of special offers and deals. All receipts must be retained in order to claim back expenses.</p>  |

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|                                     | <p>If you are unsure of your arrangements, please contact us – 0114 263 2150 or <a href="mailto:operations@kingsfoundation.org">operations@kingsfoundation.org</a></p>  |
| <b>Directions</b>                   | <p>The base is a 15-minute drive from your accommodation, and it is expected that you will travel in one car so we can provide these car details to base for access. There will be a bus that picks up children from the centre of Helensburgh to bring them to base each morning and evening. It is required that at least one member of staff each day is on this bus, which should be arranged between staff prior to camp starting.</p>   |
| <b>Meals/Laundry</b>                | <p>You will be issued with a contribution to your food that will be paid into your bank account.</p> <p>We suggest you do a weekly supermarket shop and share items between you where possible to keep the cost down.</p>   |
| <b>Cleaning/Check Out</b>           | <p>You must keep the accommodation clean at all times.</p> <p>We recommend that you take photos of the accommodation upon arrival and before you leave to avoid any potential cleaning charges.</p> <p>The house should be left in the same condition as you found it. All food to be disposed of and bins emptied.</p> <p><b>Check out is Saturday 15<sup>th</sup> October at 10am.</b> You must drop your keys back at the McColls shop where they were collected from.</p>   |
| <b>Expectations &amp; Behaviour</b> | <p>Important: It is vital on a military site that you remember you are representing Kings Camps at all times, 24-hours a day. The manager is responsible for the behaviour of the staff both on and off the camp. There will be military and naval police patrolling the site. <b>No cameras are allowed at any time.</b></p> <p>We expect appropriate and respectful behaviour and language at all times whilst representing Kings Camps. You must be respectful of sharing your living space with others. Staff must communicate with each other respectfully at all times. It is important due to the amount of time you will spend with colleagues that you try hard to resolve relational problems quickly and ask the Manager, Regional Manager or head office to be involved if you cannot find resolution. <b>You may not enter the bedrooms of a member of the opposite sex.</b></p> |

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| <b>Head Office Support<br/>&amp; Contact Details</b> | <p>Your first point of contact is <b>Sally Robinson – 07784856232</b></p> <p>The camp will receive a visit from a Head Office representative and if you have any issues or concerns either before or during the camp your Head Office contact is:</p> <p>Izzi Hughes – 07874244032<br/>Sally Robinson – 07784856232<br/>Head Office is available on 0114 263 2155</p> |
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